

Little Traverse Bay Bands of Odawa Indians

Request for Statements of Qualifications

February 20, 2012

The Little Traverse Bay Bands of Odawa Indians (LTBB), a Federally Recognized Indian Tribe having headquarters located in Harbor Springs, Michigan, is contacting your firm for the opportunity to submit a Statement of Qualifications to become eligible for a possible interview regarding this project. Although, this solicitation is for a specific project, Qualification Statements are held by LTBB for a period of time and may be considered for other projects. Also, experience working with LTBB is a ranking factor for future projects. The selection process will be conducted in accordance with standard Qualifications-Based Selection (QBS) criteria and procedures. If you have questions on **only** the standard process, you may call QBS at (517) 332 – 2066 or e-mail questions to mail@acecmi.org and reference “QBS” about the standard selection procedure or you may go to www.qbs-mi.org.

For project specific questions please contact the LTBB Natural Resource Department @ (231) 242-1670 or email dcraven@littbodawa-nsn.gov

Attached to this letter are:

1. A list of materials and information which should be included in your A general description of the preliminary scope of work;
2. Statement of Qualifications; and
3. A schedule of dates and requirements for the selection schedule.

For firms that are selected for an interview, more detailed information will be provided at that time.

Four copies of your Statement of Qualifications should be sent to the following address and received no later than 3:00 pm Friday, March 25th, 2012.

Little Traverse Bay Bands of Odawa Indians
Natural Resource Department
Attention: NRD Director
7500 Odawa Circle
Harbor Springs, Michigan 49740

Sincerely,

Douglas W. Craven
Natural Resource Department Director

Preliminary Scope of Work

The scope of work for the project includes but is not limited to engineering services, including construction drawings sealed by an engineer registered in the State of Michigan, and construction administration for the following project:

The development of an access road, parking area, boat launch and break wall on an small undeveloped parcel of property along Little Traverse Bay between Bay Shore and Charlevoix (9 Mile point). The property is less than 2 acres with a steep grade from US 31 down to the water's edge. The launch must be large enough to accommodate boats up to 26' in length. Project activities must anticipate all necessary provisions for site drainage in compliance with Tribal regulations and statutes as well as any Federal regulations.

The method of project delivery will be determined after consultations with the selected engineering firm. The Tribe has adopted a standardized procedure for awarding of construction contracts, as well as this standard selection process.

Essential Skills and Knowledge

1. Experience with design and construction of lake access site
2. Permitting processes
3. Erosion control
4. Management of storm water
5. Familiarity with Tribal Governments

Statement of Qualifications

Your Statement of Qualifications should be supplied on United States Federal Government Standard Form 330, along with supplemental documentation required to meet the following criteria:

1. Complete list of capabilities and services provided by your firm.
2. Resumes of the staff proposed for the project, and the principles of the firm.
3. A list of references, local references preferred.
4. Sample reports and work products.
5. A brief history of the firm.
6. A description of similar projects undertaken by the firm, noting the project manager and who performed the actual project work.
7. A copy of the certificate of General Liability Insurance; Workman's Compensation Insurance; and Professional Liability Insurance.
8. A list of all projects undertaken in the last 5 years, along with the dollar value of the projects.
9. A list of sub-contractors used by the firm, including all laboratories.
10. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.
11. A summary of any pending or settled legal actions dealing with this type of project.

Responses must be in the order indicated above and in tabbed format.

IMPORTANT: If any of the items requested above duplicate or supersede information already submitted to the Tribe, please note that in your response, and indicate *specifically* to which item(s) you are referring.

Tentative Schedule for selection

February 24, 2012 – Request for Qualifications advertised.
March 23, 2012 – Statement of Qualifications Due at 3:00 pm.
March 26-29, 2012 – Tribal workgroup convenes to discuss selection process.
April 3, 2012 – Tribal workgroup re-convenes to tabulate scoring for respondents.
April 9-11, 2012- Tribal workgroup interviews selected firms
April 16, 2012 – LTBB Owner's Representative will inform firms of their award status.